

CHAPARRAL STAR ACADEMY ACC DUAL ENROLLMENT

REGISTRATION PROCESS

**STEP
1**

APPLY ONLINE FOR ENTRANCE

Complete the online admissions application at www.austincc.edu/ecs/application. Activate ACCeID & ACCmail 24 hours after submission. All new student applications will need to select "Dual Credit" as the Basis of Admissions. Students will automatically be created an account in the system.

**STEP
2**

FORWARD CONFIRMATION OF APPLICATION E-MAIL FROM ACC TO MR. B

Once you have applied to ACC, you will receive a **Confirmation of Application E-mail** (it contains a list of 'Next Steps'). Forward this e-mail to Mr. Barnett to begin the next step of the registration process.

**STEP
3**

WAIT TO HEAR FROM MR.B REGARDING TESTING OPTIONS

Once Mr. Barnett has received your **Confirmation of Application E-mail**, he will determine if testing is required. Once determination has been made, Mr. Barnett will e-mail you with further information.

**STEP
4**

TAKE TSI ASSESSMENT, IF NEEDED

If needed, the student will register to take an assessment at a testing center on ACC's campus. Make sure to complete the Pre Assessment Activity (PAA) **prior to testing**. PAA can be completed online at <http://sites.austincc.edu/tsiprep/>. Print & save the **PAA Certificate of Completion**.

**STEP
5**

SCHEDULE TO MEET WITH MR. B

Schedule a meeting with Mr. B (by e-mailing him and/or dropping off/forwarding the **Results of the TSI Assessment**, unless exempted) and inform him about desired ACC courses. Once received, students can pick up a partially completed **ACC Co-Enrollment Form (ECS Form)** at the front desk.

**STEP
6**

MEET WITH MR. B

Mr. B & student will finalize & complete the **ACC Co-Enrollment Form (ECS Form)**.

**STEP
7**

MEET WITH ACC ADVISOR

Making sure to bring the **ACC Co-Enrollment Form (ECS Form)**, the student will need to meet with an ACC advisor at a specified ACC campus to complete the registration process. Students will need to bring ALL necessary forms to this meeting.

**STEP
8**

REGISTER FOR COURSES ONLINE

After meeting with an ACC advisor, students will be able to register for ACC classes online using ACC online services. Submission of an ECS form does NOT constitute registration.

**STEP
9**

TUITION PAYMENT

Pay tuition by published payment deadlines, if necessary. This step mainly pertains to those students who are out-of-district.

Returning students omit steps 1-4